Status Meeting Template

Team A

Work Streams in Progress	Status (R/Y/G)	Actions This Week	Risks/Issues & Mitigation Plans	Dependencies on Other Projects	Dogfood Targets (Milestone, System, Date)	Original Target Release Date	New Expected Release Date
Work stream 1	Install the Project Status Lozenge user macro to display a visualisation of a project's status.	Work on the transmogrifier proceeding well	Might not make it in time				
Work stream 2							

Team B

Work Streams in Progress	Status (R/Y/G)	Actions This Week	Risks/Issues & Mitigation Plans	Dependencies on Other Projects	Dogfood Targets (Milestone, System, Date)	Original Target Release Date	New Expected Release Date

Team C

Work Streams in Progress	Status (R/Y/G)	Actions This Week	Risks/Issues & Mitigation Plans	Dependencies on Other Projects	Dogfood Targets (Milestone, System, Date)	Original Target Release Date	New Expected Release Date